


FINANCE & ADMINISTRATION

SUBJECT <u>SOLICITATION</u>		No. FA-803.00
		Effective Date JULY 27, 1993
Issue Date: 07-27-93	Revision Date:	Revision No:

1. PURPOSE
 - 1.1 To ensure that the Finance & Administration Department is in compliance with the City of Houston policy on Solicitation, E.O. 803.00, and to ensure uniformity in practice and procedure.

2. SCOPE
 - 2.1 This policy applies to all Department of Finance & Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives.
 - 2.2 Definition of terms:
 - 2.2.1 Solicitation. Includes but is not limited to:
Selling products, services or programs,
Asking for contributions or support of an outside agency, organization or company.
Posting or distributing non-work related literature.

3. POLICY
 - 3.1 It is the policy of the City of Houston Finance & Administration Department to maintain a work environment that is free from disruption and harassment.
 - 3.2 Solicitation by either employees or outside solicitors at the worksite (example: the employee's desk) is prohibited.
 - 3.3 Solicitation by either employees or outside solicitors is permitted only at specific non-working times (example: lunchtime or break periods).
 - 3.4 Solicitation by either employees or outside solicitors is permitted only at specific non-working locations (example: a conference or break room).
 - 3.5 Distribution of non-work related literature by employees may be made only during non-work hours.

Approved 	Date Approved 7/27/93	Page 1 of 2
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3.6 Employees who support outside organizations or supplement their incomes by selling a variety of products and/or services are permitted such activity as long as the procedures in this policy are followed.


3.7 Outside solicitors may attempt to sell goods and services to employees. The F&A Department permits such activity as long as the procedures in this policy are followed.

4. PROCEDURE

4.1 An employee contacted by an outside solicitor must inform the solicitor that a presentation may be made only during non-work hours in a non-work location. If the solicitor agrees to the time and place, the employee notifies his/her supervisor who shall determine the appropriateness of the activity and location. If approved the employee may then notify other interested employees of the time and location of the presentation in accordance with this policy.

4.2 Permission from management is not required for employees who wish to sell products or solicit support provided the employee is in compliance with the policy governing outside employment (Code of Ordinances Sec. 14-173) and this F&A department policy on solicitation.

4.3 City sponsored solicitations are allowed during work hours. The Business Office may be contacted to verify City-sponsored programs.

Approved 	Date Approved 7/27/93	Page 2 of 2
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